

April 27 1943

Mr C. B. Adams
69 Somerset St.
Newark N.J.

Dear Mr Adams:

I am writing you because I have decided what I would like to have done about the bookkeeping.

First of all I have been advised I should keep the books in the office. As a result I feel the job can best be handled by having you come to the office the 1st and 15th of the month, or the first Saturday after these dates. I am sure this would be the simplest way to handle the job, as there would be so many papers to carry back and forth otherwise. You remember the daily envelopes. In addition it would be necessary to take the check book, and I might need it during the time you would be working on it.

I would appreciate hearing from you as soon as possible, as I want to get my work arranged as best I can, as soon as possible. I hope you have had time to go over the ledger, and not found it too annoying. I am sure you will be able to take care of it.

Very Truly Yours